

What is the correct procedure for reinstating a driver's license?

The DHHS Accounting unit and N-FOCUS Payments unit along with the Nebraska Department of Motor Vehicles (DMV) have indicated that Employment First (EF) case managers are using different methods and procedures for authorizing EF funds to pay for an EF participant's driver's license reinstatement fee. Because of the problems this has caused we have collaborated to develop a standard procedure.

Procedure:

- DMV will only accept the N-FOCUS Provider Authorization and will no longer accept vouchers from either HHS staff or EF contractors.
- You must enter the participant's driver's license number in the description section at the bottom of the Provider Authorization (do not enter the participant's SSN). If the participant cannot furnish this number, you can go to the DMV web site at <http://www.dmv.state.ne.us> and enter the participant's last name, date of birth and SSN and it will give you the participant's driver's license number as well as the amount of their reinstatement fee and any other reinstatement requirements.
- In the description section at the bottom of the Provider Authorization indicate what the authorization is for and the exact dollar amount.
- Do NOT create a Billing Document.
- Either batch mail the Provider Authorization to DMV at the address below or fax the Provider Authorization to DMV, Attn: Financial Responsibility Division at 402.471.8288. Do NOT give the Provider Authorization to the participant to take to DMV. Do NOT mail or fax a Billing Document to DMV.
- If the participant is required to provide additional information or forms, they can either mail it to the address listed below or personally take it to DMV's central office, located in the State Office Building, 301 Centennial Mall South, 1st Floor, P.O. Box 94789, Lincoln, NE 68509-4789 (on 14th Street between 'L' and 'M' Streets). If by mail the participant must include their name, mailing address, social security number, date of birth and a telephone number if they have one. If in person they must be able to properly identify themselves.
- DMV will attach the N-FOCUS Provider Authorization to an Interagency Billing Transaction (IBT) document and forward to DHHS Finance for payment. This will be paid regardless of whether the participant has finished serving any minimum penalty period or not or has not yet provided DMV with any other required information or forms. So whenever the participant does fulfill the DMV requirements and contacts DMV to have their driver's license reinstated their financial obligation will have already been met.

Helpful Information:

- Driver's license reinstatements can only be conducted with DMV's central office in Lincoln and not through your local DMV office.
- DMV will only accept the N-FOCUS Provider Authorization form, a cashier's check or money order. DMV will not accept a personal check or voucher.
- Current reinstatement fees are: Suspension - \$50, Revocation - \$125, Work Permit - \$45.
- Go to the DMV web site at <http://www.dmv.state.ne.us> and it will direct you on what DMV's Financial Responsibility Division requires for reinstating drivers licenses that have been suspended or revoked or to apply for a work permit; or use the e-mail link to contact them regarding a specific individual.
- Contact information:
Nebraska Department of Motor Vehicles
Financial Responsibility Division
P.O. Box 94877
Lincoln, NE 68509-4877
P: 402.471.3985
F: 402.471.8288
- **Reminder:** The cost of reinstating a driver's license, when the loss of the license was due to driving while intoxicated or under the influence of drugs, must not be paid with EF funds. This is based on DMV's rules and reason for revoking the driver's license and not the court decision and conviction.

******To ascertain the reason for the revocation of a participant's driver's license, contact DMV's Financial Responsibility Division at 402.471.3985.**

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